



Washington State Department of Personnel

# Training Schedule

[www.dop.wa.gov/training](http://www.dop.wa.gov/training)



April – July 2016



Department of Personnel (DOP)

## Course Schedule

April – July 2016

### Registration

#### State Agencies

Please contact your Training Representative or Human Resource office.

#### Public Agencies & Higher Education

Please follow your agency's directive for training registration processing.

#### Cancellations

If you are unable to attend a class, your agency's Training Representative or Human Resource Office must notify us. No shows and cancels made after the "Cancel Date" will be charged.

### Reasonable Accommodations

#### Request an Accommodation:

Please contact your agency's training office if you require an accommodation.

**Disability parking:** Persons with disabilities who have a disabled parking permit may park at metered parking for 8 hours free. There are also designated spaces in the visitor parking lot.

### HRCI Approved Courses

*"The use of this seal is not an endorsement by HR Certification Institute of the quality of the program. It means that this program has met HR Certification Institute's criteria to be pre-approved for recertification credit."*



### Tips for Traveling

Ride the Intercity Transit system for free with a State Employee Starpass. To get a Starpass, contact your agency's transportation coordinator.



### We're here to help

For questions about training, please stop by or contact us using the information listed below.

#### Location:

1500 Jefferson  
Olympia, WA 98504

**Hours:** 7:30-5:00 , M-F

**E-Mail:** [Traininginfo@dop.wa.gov](mailto:Traininginfo@dop.wa.gov)

**Phone:** 360-664-1921

[Learning Management System](#)



[www.dop.wa.gov/training](http://www.dop.wa.gov/training)

## Lean Training

Coaching the Washington Way (2 Days) (01-09-GE26)	Olympia	Apr 28-29	8:00 -12:00	\$137	Apr 12	DES Senior Lean Consultant
Daily Lean Practices the Washington Way (1/2 Day) (01-09-GE29)	Olympia	Apr 12	8:00 -11:00	\$76	Mar 25	DES Senior Lean Consultant
	Olympia	Apr 27	1:00 -4:00	\$76	Apr 11	DES Senior Lean Consultant
Lean Facilitation Training (5 Days) (01-14-GE19)	Olympia	Apr 25-26, May 3-5	8:00 -5:00	\$1,150	Apr 7	DES Senior Lean Consultant
	Olympia	Jun 7-08, Jun 14-16	8:00 -5:00	\$1,150	May 20	DES Senior Lean Consultant
Problem Solving the Washington Way (1/2 Day) (01-14-GE25)	Olympia	Apr 7	8:00 -12:00	\$76	Mar 22	DES Senior Lean Consultant
	Olympia	Apr 13	8:00 -12:00	\$76	Mar 28	DES Senior Lean Consultant
	Olympia	Apr 20	8:00 -12:00	\$76	Apr 4	DES Senior Lean Consultant
	Selah	May 18	1:00 -5:00	\$215	May 2	Kelly Foster
	Vancouver	Jun 28	1:00 -5:00	\$160	Jun 10	Kelly Foster

## Leadership Development

Art of Delivering Positive Feedback (1/2 Day) (01-09-M581)	Olympia	May 16	8:00 -4:30	\$95	Apr 28	Marsha Fraser
	Olympia	Jul 21	8:00 -12:00	\$95	Jul 5	Marsha Fraser
Budgeting for the Non-Financial Manager (2 Days) (01-09-M091)	Olympia	Apr 4-5	8:00 -4:30	\$350	Mar 17	Sam Knutson
	Olympia	May 26-27	8:00 -4:30	\$350	May 10	Sam Knutson
	Olympia	Jun 2-3	8:00 -4:30	\$350	May 17	Sam Knutson
Building a Coaching Culture (1 Day) (01-09-M582)	Olympia	Jun 15	8:00 -4:30	\$155	May 30	Jane Renville Wood
Coaching for Performance (1 Day) (01-09-M596)	Olympia	May 10	8:00 -4:30	\$165	Apr 22	Scontrino- Powell
Coaching the Washington Way (2 Days) (01-09-GE26)	Olympia	Apr 28-29	8:00 -12:00	\$137	Apr 12	DES Senior Lean Consultant
Coaching Your Employees to Success (1/2 Day) (01-09-M583)	Olympia	May 5	8:00 -12:00	\$95	Apr 19	Jan Dwyer Bang
	Olympia	Jul 6	8:00 -12:00	\$95	Jun 20	Jan Dwyer Bang
Creating a Culture of Recognition (1/2 Day) (01-09-M584)	Olympia	Jul 8	8:00 -12:00	\$95	Jun 22	Solomon Uwadiae
Developing Employees to Their Best Potential (1 Day) (01-09-M585)	Olympia	May 4	8:00 -4:30	\$155	Apr 18	Jane Renville Wood
Eliminating Disrespect in the Workplace (1/2 Day) (01-09-M566)	Olympia	Apr 28	8:00 -12:00	\$95	Apr 12	Mary Dallman
	Olympia	Jun 2	8:00 -12:00	\$95	May 17	Mary Dallman

Fierce Conversations (1 Day) (01-09-M605)	Olympia	Apr 29	8:00 -4:30	\$350	Apr 13	Shelley Poston
	Olympia	May 13	8:00 -4:30	\$350	Apr 27	Oriana Noel Lewis
	Olympia	Jun 6	8:00 -4:30	\$350	May 19	Oriana Noel Lewis
	Olympia	Jun 28	8:00 -4:30	\$350	Jun 10	Shelley Poston
Generational Differences (1/2 Day) (01-09-M586)	Olympia	Jun 9	8:00 -12:00	\$95	May 24	Marsha Fraser
	Olympia	Jul 25	8:00 -12:00	\$95	Jul 7	Karen Lane
Influencer: The New Science of Leading Change (2 Days) (01-09-M602)	Olympia	Apr 11-12	8:00 -4:30	\$395	Mar 24	Joe Vansyckle
	Moses Lake	May 19-20	8:00 -4:30	\$465	May 3	Joe Vansyckle
	Olympia	Jul 14-15	8:00 -4:30	\$450	Jun 28	Joe Vansyckle
Its a Matter of Style! How to Build a More Effective Team (1 Day) (01-09-M604)	Olympia	May 25	8:00 -4:30	\$200	May 9	Jan Dwyer Bang
Language of Leadership Part 1: Enhancing Your Leadership Potential (1 Day) (01-09-M308)	Olympia	Jun 9	8:00 -4:30	\$155	May 24	Rick Lynch
Leadership in Highly Effective Teams (1 Day) (01-09-M574)	Olympia	May 9	8:00 -4:30	\$175	Apr 21	Cheryl Middleton
Leading & Managing for Performance & Accountability (4 hours) (01-09-M587)	Olympia	Apr 27	8:00 -12:00	\$95	Apr 11	Marsha Fraser
Leading an Inspired Workforce Part 1: How NOT to Micromanage (1 Day) (01-09-M570)	Olympia	Apr 14	8:00 -4:30	\$175	Mar 29	Rick Lynch
	Olympia	Jul 14	8:00 -4:30	\$175	Jun 28	Rick Lynch
Leading an Inspired Workforce Part 2: Creating a Motivating Work Environment (1 Day) (01-09-M571)	Olympia	May 12	8:00 -4:30	\$175	Apr 26	Jane Renville Wood
Leading at the Speed of Trust (2 Days) (01-09-M603)	Olympia	Apr 28-29	8:00 -4:30	\$495	Apr 12	Jan Dwyer Bang
	Olympia	Jun 23-24	8:00 -4:30	\$495	Jun 7	Jan Dwyer Bang
Leading from the Middle: Influencing without Direct Authority (3 Days) (01-09-M578)	Lacey	Jun 27-29	8:00 -4:30	\$550	Jun 9	Robert Jeffers
Leading Through Difficulty: Emotional Intelligence, Communication & Conflict Management (3 Days) (01-09-M579)	Lacey	Apr 11-13	8:00 -4:30	\$550	Mar 24	Robert Jeffers
LLPA: Conducting Effective Investigations Understanding Just Cause (1 Day) (01-09-M561)	Olympia	Jun 14	8:00 -4:30	\$155	May 27	Little Mendelson Law Firm
	Olympia	Jul 26	8:00 -4:30	\$155	Jul 8	Cheryl Middleton



LLPA: Ethics in Leadership and Decision Making in WA State (1 Day) (01-09-M564)	Olympia	May 6	8:00 -4:30	\$175	Apr 20	Little Mendelson Law Firm
Mind of a Manager, Heart of a Leader (3 Days) (01-09-M575)	Lacey	May 9-11	8:00 -4:30	\$550	Apr 21	Robert Jeffers
Motivating & Coaching to Build Top Talent (3 Days) (01-09-M576)	Lacey	Jun 1-3	8:00 -4:30	\$550	May 16	Robert Jeffers
Motivating Employees (1/2 Day) (01-09-M590)	Olympia	Jun 1	8:00 -12:00	\$95	May 16	Paul Figueroa
	Olympia	Jun 21	8:00 -12:00	\$95	Jun 3	Tena Crosby
Myers-Briggs Assessment (1/2 Day) (01-09-M601)	Olympia	Jul 12	8:00 -12:00	\$155	Jun 24	Dick Sande
Performance & Development Plan (PDP) (1/2 Day) (01-09-M325)	Olympia	Jun 3	8:00 -12:00	\$95	May 18	Cindy Nakano
Positive Corrective Action (1/2 Day) (01-09-M591)	Olympia	May 23	8:00 -12:00	\$95	May 5	Marsha Fraser
	Olympia	Jul 7	8:00 -12:00	\$95	Jun 21	Marsha Fraser
Sexual Harassment Awareness & Prevention for Managers (1/2 Day) (01-09-M327)	Olympia	Apr 7	8:00 -12:00	\$80	Mar 22	Cheryl Middleton
	Olympia	Jul 25	8:00 -12:00	\$80	Jul 7	Cheryl Middleton
Solving Issues and Making Decisions (1/2 Day)) (01-09-M593)	Olympia	Jun 6	8:00 -12:00	\$95	May 19	Larry Iverson
Steps to Becoming a Supervisor (1 Day) (01-09-M598)	Olympia	Apr 21	8:00 -4:30	\$165	Apr 5	Larry Iverson
	Olympia	May 3	8:00 -4:30	\$165	Apr 15	Jan Dwyer Bang
	Olympia	Jun 13	8:00 -4:30	\$165	May 26	Jane Renville Wood
	Olympia	Jul 22	8:00 -4:30	\$165	Jul 6	Paul Figueroa
Successful Delegation (1 Day) (01-09-M594)	Olympia	Jun 22	8:00 -4:30	\$165	Jun 6	Solomon Uwadiae
Succession Planning: Developing Leaders Before Its Too Late (2 Days) (01-09-M580)	Lacey	Jun 6-7	8:00 -4:30	\$395	May 19	Robert Jeffers
Supervision Essentials-Phase I (3 Days) (01-09-M401)	Olympia	Apr 18-20	8:00 -4:30	\$385	Mar 31	Scontrino- Powell
	Olympia	Apr 25-27	8:00 -4:30	\$385	Apr 7	Dick Sande
	Olympia	May 2-4	8:00 -4:30	\$385	Apr 14	Dick Sande
	Olympia	May 17-19	8:00 -4:30	\$385	Apr 29	Jevon Powell
	Olympia	Jun 20-22	8:00 -4:30	\$385	Jun 2	Scontrino- Powell
	Olympia	Jun 28-30	8:00 -4:30	\$385	Jun 10	Jane Renville Wood

**Supervision Essentials-Phase II**  
(2 Days) (01-09-M402)

Olympia	Apr 6-7	8:00 -4:30	\$235	Mar 21	Jan Dwyer Bang
Olympia	Apr 28-29	8:00 -4:30	\$235	Apr 12	Jane Renville Wood
Olympia	May 16-17	8:00 -4:30	\$235	Apr 28	Jane Renville Wood
Olympia	Jun 6-7	8:00 -4:30	\$235	May 19	Jevon Powell
Olympia	Jun 29-30	8:00 -4:30	\$235	Jun 13	Jevon Powell

**Supervisors & Lead Workers Coaching Skills**  
(1/2 Day) (01-09-M595)

Olympia	Apr 21	8:00 -12:00	\$95	Apr 5	Rick Lynch
Olympia	Jul 19	8:00 -12:00	\$95	Jul 1	Rick Lynch

## Professional Development

### Customer Service

**Customer Service: Maintaining a Positive Attitude**  
(1 Day) (01-03-E077)

Olympia	Apr 7	8:00 -4:30	\$110	Mar 22	Rick Lynch
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**Helping Difficult Customers**  
(2 Days) (01-03-E083)

Olympia	May 24-25	8:00 -4:30	\$110	May 6	Jane Renville Wood
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### Diversity

**Diversity and Inclusion**  
(1/2 Day) (01-14-ER08)

Olympia	Apr 15	1:00 -4:30	\$85	Apr 4	Chico Patalano
Olympia	May 6	8:00 -12:00	\$85	Apr 20	Betsy BeMiller
Olympia	May 27	8:00 -12:00	\$85	May 11	Chico Patalano
Olympia	Jun 10	8:00 -12:00	\$85	May 25	Chico Patalano

### Government to Government

**Government to Government Training**  
(1 Day) (01-03-SP14)

Olympia	Apr 5	8:30 -4:30	\$110	Mar 18	Gordon James
Arlington	Apr 12	8:30 -4:30	\$110	Mar 25	Gordon James
Spokane	May 24	8:30 -4:30	\$110	May 6	Gordon James
Olympia	Jun 7	8:30 -4:30	\$110	May 20	Gordon James
Olympia	Jul 12	8:30 -4:30	\$110	Jun 24	Gordon James

### Health & Safety

**Active Threat Response Training**  
(2 Hours) (01-07-EE63)

Olympia	Apr 5	9:30 -11:30	\$0	Mar 18	Enterprise Services, Dept. of
Olympia	Apr 27	9:30 -11:30	\$0	Apr 11	Enterprise Services, Dept. of
Olympia	May 3	9:30 -11:30	\$0	Apr 15	Enterprise Services, Dept. of
Olympia	May 25	9:30 -11:30	\$0	May 9	Enterprise Services, Dept. of

**Community Emergency Response Team (CERT) (3 Days) (01-07-EE57)**

Tumwater	Jun 14-16	8:00 -5:00	\$95	May 27	Multiple
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**First Aid Plus**  
(1/2 Day) (01-07-EE58)

Olympia	May 11	8:00 -12:00	\$95	Apr 25	Arthur Jackson
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**Violence in the Workplace**  
(1 Day) (01-07-M206)

Olympia	Apr 13	8:00 -4:30	\$110	Mar 28	Chico Patalano
Olympia	Jun 15	8:00 -4:30	\$110	May 30	Chico Patalano

## Interpersonal Communication

Assertive Communication (2 Days) (01-03-E075)	Olympia	May 11-12	8:00 -4:30	\$150	Apr 25	Karen Lane
Collaboration in the Workplace (1/2 Day) (01-03-EC29)	Olympia	Apr 27	8:00 -12:00	\$95	Apr 11	Donna Vaudrin
Communication Styles & Skills for Employees (2 Days) (01-03-E015)	Olympia	Apr 4-5	8:00 -4:30	\$175	Mar 17	Vicki Legman
	Olympia	Jun 27-28	8:00 -4:30	\$175	Jun 9	Marsha Fraser
Crucial Conversations (2 Days) (01-03-EC03)	Olympia	Jun 1-2	8:00 -4:30	\$450	May 16	Betsy BeMiller
Emotional Intelligence (1 Day) (01-03-EC24)	Olympia	Apr 21	8:00 -4:30	\$110	Apr 5	Sandra Cohen
	Olympia	May 5	8:00 -4:30	\$110	Apr 19	Marsha Fraser
	Olympia	Jun 9	8:00 -4:30	\$110	May 24	Sandra Cohen
	Olympia	Jul 12	8:00 -4:30	\$110	Jun 24	Marsha Fraser
Emotional Intelligence Part 2: Using Emotional Intelligence to Manage Workplace Emotions (1 Day) (01-03-EC30)	Olympia	May 18	8:00 -4:30	\$110	May 2	Marsha Fraser
	Olympia	Jul 20	8:00 -4:30	\$110	Jul 4	Sandra Cohen
Interpersonal Communication Skills (2 Days) (01-03-E008)	Olympia	May 23-24	8:00 -4:30	\$165	May 5	Tena Crosby
	Olympia	Jul 27-28	8:00 -4:30	\$165	Jul 11	Vicki Legman
Interpersonal Conflict Management (2 Days) (01-03-E00T)	Olympia	Apr 13-14	8:00 -4:30	\$165	Mar 28	Betsy BeMiller
	Olympia	Jun 15-16	8:00 -4:30	\$165	May 30	Marsha Fraser
Understanding People Through Strengths (1 Day) (01-03-E056)	Olympia	Jun 16	8:00 -4:30	\$275	May 31	Wally Vlasak

## Management Framework

Daily Lean Practices the Washington Way (1/2 Day) (01-09-GE29)	Olympia	Apr 12	8:00 -11:00	\$76	Mar 25	DES Senior Lean Consultant
	Olympia	Apr 27	1:00 -4:00	\$76	Apr 11	DES Senior Lean Consultant
Lean Facilitation Training (5 Days) (01-14-GE19)	Olympia	Apr 25-26, May 3-5	8:00 -5:00	\$1,150	Apr 7	DES Senior Lean Consultant
	Olympia	Jun 7-08, Jun 14-16	8:00 -5:00	\$1,150	May 20	DES Senior Lean Consultant

## Meetings & Facilitation

Facilitation Skills Advanced (2 Days) (01-14-EM02)	Olympia	May 19-20	8:00 -4:30	\$230	May 3	Marsha Fraser
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## Personal Development

7 Habits of Highly Effective People (3 Days) (01-14-PS06)	Olympia	May 17-19	8:00 -4:30	\$475	Apr 29	Jan Dwyer Bang
Building Confidence, Competence, & Credibility (2 Days) (01-14-EPB6)	Olympia	May 26-27	8:00 -4:30	\$135	May 10	Paul Figueroa
Diversity and Inclusion (1/2 Day) (01-14-ER08)	Olympia	Apr 15	1:00 -4:30	\$85	Apr 4	Chico Patalano
	Olympia	May 6	8:00 -12:00	\$85	Apr 20	Betsy BeMiller
	Olympia	May 27	8:00 -12:00	\$85	May 11	Chico Patalano
	Olympia	Jun 10	8:00 -12:00	\$85	May 25	Chico Patalano
Managing Emotions in the Workplace (4 hours) (01-14-PS02)	Olympia	Apr 20	8:00 -12:00	\$85	Apr 4	Jane Renville Wood
Managing Priorities (1/2 Day) (01-14-PS03)	Olympia	Apr 26	8:00 -12:00	\$85	Apr 8	Jane Renville Wood
Success Habits (1 Day) (01-14-EP04)	Olympia	May 9	8:00 -4:30	\$110	Apr 21	Rick Lynch
Time Management (1 Day) (01-14-M094)	Olympia	Jun 21	8:00 -4:30	\$110	Jun 3	Rick Lynch

## Presentation & Training Design & Delivery

Presentation Skills (2 Days) (01-03-E002)	Olympia	May 11-12	8:00 -4:30	\$170	Apr 25	Jan Dwyer Bang
Train the Trainer Part 1: Designing Effective Training Programs (2 Days) (01-03-EC20)	Olympia	Apr 11-12	8:00 -4:30	\$175	Mar 24	Tena Crosby
Train the Trainer Part 2: Basic Delivery Techniques (1 Day) (01-03-EC21)	Olympia	Jun 20	8:00 -4:30	\$120	Jun 2	Tena Crosby

## Written Communications

Editing & Proofreading Skills (2 Days) (01-03-EW39)	Olympia	Apr 18-19	8:00 -4:30	\$155	Mar 31	Karen Lane
Editing Skills Review (1 Day) (01-03-EW55)	Olympia	May 9	8:00 -4:30	\$120	Apr 21	Virginia Given
Grammar Review (2 Days) (01-03-EW28)	Olympia	May 25-26	8:00 -4:30	\$155	May 9	Virginia Given
Grammar Review - Part 2 (1 Day) (01-03-EW54)	Olympia	Apr 6	8:00 -4:30	\$120	Mar 21	Virginia Given
Proofreading Skills Review (1 Day) (01-03-EW56)	Olympia	Jun 8	8:00 -4:30	\$120	May 23	Karen Lane
Punctuation Skills - Part 2 (1 Day) (01-03-EW58)	Olympia	May 2	8:00 -4:30	\$120	Apr 14	Virginia Given



Technical Writing: Tricks of the Trade (2 Days) (01-03-EW37)	Olympia	May 4-5	8:00 -4:30	\$155	Apr 18	Virginia Given
Writing Documents in Plain Talk (1 Day) (01-03-EW50)	Olympia	Apr 25	8:00 -4:30	\$110	Apr 7	Jordan Peabody
	Olympia	May 23	8:00 -4:30	\$110	May 5	Virginia Given
	Olympia	Jun 27	8:00 -4:30	\$110	Jun 9	Virginia Given
	Olympia	Jul 18	8:00 -4:30	\$110	Jun 30	Jordan Peabody
Writing Emails (1 Day) (01-03-EW64)	Olympia	Jun 22	8:00 -4:30	\$110	Jun 6	Karen Lane
Writing for the Web (1 Day) (01-03-EW44)	Olympia	May 10	8:00 -4:30	\$260	Apr 22	Anthro Tech, Inc.
Writing Policies & Procedures (2 Days) (01-03-EW10)	Olympia	Jun 13-14	8:00 -4:30	\$165	May 26	Jordan Peabody
Writing Skills (1 Day) (01-03-EW04)	Olympia	Mar 31	8:00 -4:30	\$120	Mar 15	Virginia Given
	Olympia	May 16	8:00 -4:30	\$120	Apr 28	Jordan Peabody
	Olympia	Jun 16	8:00 -4:30	\$120	May 31	Virginia Given
	Olympia	Jul 7	8:00 -4:30	\$120	Jun 21	Virginia Given

### Government Efficiency

Coaching the Washington Way (2 Days) (01-09-GE26)	Olympia	Apr 28-29	8:00 -12:00	\$137	Apr 12	DES Senior Lean Consultant
Daily Lean Practices the Washington Way (1/2 Day) (01-09-GE29)	Olympia	Apr 12	8:00 -11:00	\$76	Mar 25	DES Senior Lean Consultant
	Olympia	Apr 27	1:00 -4:00	\$76	Apr 11	DES Senior Lean Consultant
Lean Facilitation Training (5 Days) (01-14-GE19)	Olympia	Apr 25-26, May 3-5	8:00 -5:00	\$1,150	Apr 7	DES Senior Lean Consultant
	Olympia	Jun 7-08, Jun 14-16	8:00 -5:00	\$1,150	May 20	DES Senior Lean Consultant
Performance Accountability: How to Measure Outcomes (1/2 Day) (01-14-GE27)	Olympia	Jul 14	8:00 -12:00	\$110	Jun 28	Carol Knight-Wallace
Problem Solving the Washington Way (1/2 Day) (01-14-GE25)	Olympia	Apr 7	8:00 -12:00	\$76	Mar 22	DES Senior Lean Consultant
	Olympia	Apr 13	8:00 -12:00	\$76	Mar 28	DES Senior Lean Consultant
	Olympia	Apr 20	8:00 -12:00	\$76	Apr 4	DES Senior Lean Consultant
	Selah	May 18	1:00 -5:00	\$215	May 2	Kelly Foster
	Vancouver	Jun 28	1:00 -5:00	\$160	Jun 10	Kelly Foster

### Information Technology

#### Database Administration & Management

SharePoint 2013 Administration (3 Days) (01-04-T859)	Lacey	Apr 19-21	8:00 -4:30	\$1,095	Apr 1	SPSCC Staff
SQL Level 2: Stored Procedures and More (2 Days) (01-04-T830)	Lacey	Jun 29-30	8:00 -4:30	\$595	Jun 13	Jim Parshall

SQL Server Administration (3 Days) (01-04-T824)	Lacey	May 18-20	8:00 -4:30	\$975	May 2	Bernie Benson
SQL Server Business Intelligence (4 Days) (01-04-T825)	Lacey	Apr 26-29	8:00 -4:30	\$1,695	Apr 8	Jim Parshall
SQL Server Fundamentals (2 Days) (01-04-T807)	Lacey	Jun 9-10	8:00 -4:30	\$595	May 24	Jim Parshall
SQL Server Reporting Services (01-04-T834)	Lacey	Apr 27-28	8:00 -4:30	\$595	Apr 11	Bernie Benson
SQL Structured Query Language Level 1 (2 Days) (01-04-T808)	Lacey	Apr 13-14	8:00 -4:30	\$585	Mar 28	Jillian Bates
	Lacey	May 10-11	8:00 -4:30	\$585	Apr 22	Jillian Bates
	Lacey	Jun 1-2	8:00 -4:30	\$585	May 16	Jillian Bates
	Lacey	Jun 21-22	8:00 -4:30	\$585	Jun 3	Craig Wood
<b>Developer Software</b>						
Acrobat XI (2 Days) (01-04-D708)	Lacey	Apr 19-20	8:00 -4:30	\$455	Apr 1	Darin Murphy
	Lacey	May 4-5	8:00 -4:30	\$455	Apr 18	Darin Murphy
	Lacey	Jun 13-14	8:00 -4:30	\$455	May 26	Darin Murphy
Articulate Storyline 2: Essentials (2 Days) (01-04-T869)	Olympia	Apr 6-7	8:00 -4:30	\$625	Mar 21	Valerie Champagne
JavaScript Basics (3 Days) (01-04-T034)	Lacey	May 11-13	8:00 -4:30	\$700	Apr 25	Jim Parshall
Javascript Level 2: JQuery (2 Days) (01-04-T800)	Lacey	Jun 13-14	8:00 -4:30	\$549	May 26	Jim Parshall
<b>Geographic Information Systems</b>						
Document Your Data Mastering Metadata (1/2 Day) (01-04-T786)	Seattle	May 16	1:00 -5:00	\$295	Apr 28	Mary Ullrich
Effective Analysis: A Tour of GIS Tools (1/2 Day) (01-04-T783)	Seattle	May 20	8:30 -12:00	\$295	May 4	Cheryl Wilder
Efficient Geoprocessing with ModelBuilder (1 Day) (01-04-T782)	Seattle	May 19	8:30 -5:00	\$450	May 3	Cheryl Wilder
GIS: ArcGIS Online (AGOL) (1 Day) (01-04-T871)	Lacey	Jun 30	8:00 -4:30	\$395	Jun 14	SPSCC Staff
GIS: Designing Maps and Visualizing Data (1 Day) (01-04-T870)	Lacey	May 11	8:00 -4:30	\$395	Apr 25	SPSCC Staff
GIS: Fundamentals of ArcGIS for ArcGIS 10.1 (2 Days) (01-04-T841)	Seattle	Apr 11-12	8:30 -5:00	\$775	Mar 24	Mary Ullrich
	Seattle	Jun 13-14	8:30 -5:00	\$775	May 26	Mary Ullrich
GIS: Integrating Geographic Information Systems (2 Days) (01-04-T868)	Lacey	Apr 20-21	8:00 -4:30	\$775	Apr 4	SPSCC Staff

GIS: Intermediate GIS Concepts (3 Days) (01-04-T842)	Seattle	Apr 13-15	8:30 -5:00	\$950	Mar 28	Cheryl Wilder
	Seattle	Jun 15-17	8:30 -5:00	\$950	May 27	Cheryl Wilder
GIS: Learning Geographic Information Systems (2 Days) (01-04-T865)	Lacey	Jun 8-9	8:00 -4:30	\$775	May 23	Maria Sevier
King County GIS Academy (5 Days) (01-04-T671)	Seattle	May 16-20	8:30 -5:00	\$1,495	Apr 28	Cheryl Wilder
Managing Data Using SQL & GIS Tools (1 Day) (01-04-T787)	Seattle	May 17	8:30 -5:00	\$450	Apr 29	Cheryl Wilder
Staying Current with GIS: Beyond the Basics (1/2 Day) (01-04-T785)	Seattle	May 16	8:30 -12:00	\$295	Apr 28	Mary Ullrich
Topics in Advanced GIS Editing (1 Day) (01-04-T784)	Seattle	May 18	8:30 -5:00	\$450	May 2	Mary Ullrich
<b>Hardware &amp; Networks</b>						
PowerShell Scripting (2 Days) (01-04-T650)	Lacey	Jun 1-2	8:00 -4:30	\$745	May 16	Jim Parshall
<b>Operating Systems</b>						
PowerShell Scripting (2 Days) (01-04-T650)	Lacey	Jun 1-2	8:00 -4:30	\$745	May 16	Jim Parshall
Windows Communications Foundation with .Net 4 (3 Days) (01-04-T770)	Lacey	Apr 12-14	8:00 -4:30	\$995	Mar 25	SPSCC Staff
<b>Security</b>						
Network Security and Access Control (3 Days) (01-04-T849)	Lacey	May 25-27	8:00 -4:30	\$975	May 9	Jim Parshall
<b>Web Design</b>						
Beginning Web Design (2 Days) (01-04-T831)	Lacey	Apr 28-29	8:00 -4:30	\$395	Apr 12	Valerie Champagne
<b>Developing Software, Web Sites, Web Pages</b>						
ASP.Net MVC (4 Days) (01-04-T833)	Lacey	May 2-5	8:00 -4:30	\$1,625	Apr 14	Jim Parshall
Beginning Web Design (2 Days) (01-04-T831)	Lacey	Apr 28-29	8:00 -4:30	\$395	Apr 12	Valerie Champagne
Photoshop Essentials: Making Photoshop Work For You (1 Day) (01-04-D690)	Lacey	Jun 17	8:00 -4:30	\$215	Jun 1	Valerie Champagne

SharePoint 2010 for Users (3 Days) (01-04-T774)	Lacey	May 24-26	8:00 -4:30	\$595	May 6	Darin Murphy
SharePoint 2013 for Site Owners (2 Days) (01-04-T843)	Lacey	Apr 19-20	8:00 -4:30	\$455	Apr 1	Valerie Champagne
	Lacey	May 25-26	8:00 -4:30	\$455	May 9	Valerie Champagne
	Lacey	Jun 23-24	8:00 -4:30	\$455	Jun 7	Valerie Champagne
	Lacey	Jun 29-30	8:00 -4:30	\$455	Jun 13	Valerie Champagne
SharePoint 2013 for Site Users (2 Days) (01-04-T837)	Lacey	Apr 4-5	8:00 -4:30	\$455	Mar 17	Valerie Champagne
	Lacey	May 9-10	8:00 -4:30	\$455	Apr 21	Darin Murphy
	Lacey	Jun 7-8	8:00 -4:30	\$455	May 20	Valerie Champagne

## PC End User

### Databases

Access 2010 Level 1 (2 Days) (01-04-T779)	Lacey	May 3-4	8:00 -4:30	\$279	Apr 15	Shawn Ritter
Access 2010 Level 2 (2 Days) (01-04-T780)	Lacey	May 25-26	8:00 -4:30	\$279	May 9	Shawn Ritter
	Lacey	Jun 1-2	8:00 -4:30	\$279	May 16	Shawn Ritter
Access 2010 Level 3 (2 Days) (01-04-T781)	Lacey	Apr 26-27	8:00 -4:30	\$279	Apr 8	Shawn Ritter
	Lacey	Jun 27-28	8:00 -4:30	\$279	Jun 9	Shawn Ritter
Access 2013 Level 1 (2 Days) (01-04-D703)	Lacey	Apr 5-6	8:00 -4:30	\$289	Mar 18	Shawn Ritter
	Lacey	Jun 7-8	8:00 -4:30	\$289	May 20	Shawn Ritter
Access 2013 Level 2 (2 Days) (01-04-D704)	Lacey	Apr 20-21	8:00 -4:30	\$289	Apr 4	Shawn Ritter
	Lacey	Jun 21-22	8:00 -4:30	\$289	Jun 3	Shawn Ritter

### Desktop Publishing

Visio 2010 Level 1 (2 Days) (01-04-T768)	Lacey	Jun 14-15	8:00 -4:30	\$325	May 27	Shawn Ritter
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### E-Mail & Internet Skills

Outlook 2010 Level 1 (1 Day) (01-04-T709)	Lacey	Apr 12	8:00 -4:30	\$159	Mar 25	Al Hedstrom
Outlook 2010 Level 2 (1 Day) (01-04-T739)	Lacey	Jun 2	8:00 -4:30	\$159	May 17	Al Hedstrom
Outlook 2013 Level 2 (1 Day) (01-04-D699)	Lacey	May 12	8:00 -4:30	\$159	Apr 26	Shawn Ritter

### Graphic Design Software

Mastering Design Principles (2 Days) (01-04-D687)	Lacey	May 24-25	8:00 -4:30	\$395	May 6	SPSCC Staff
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## Presentation Software

Photoshop Essentials: Making Photoshop Work For You (1 Day) (01-04-D690)	Lacey	Jun 17	8:00 -4:30	\$215	Jun 1	Valerie Champagne
PowerPoint 2010 Level 2 (1 Day) (01-04-D692)	Lacey	Apr 19	8:00 -4:30	\$159	Apr 1	Al Hedstrom
PowerPoint 2013 Level 1 (1 Day) (01-04-D696)	Lacey	May 17	8:00 -4:30	\$159	Apr 29	Shawn Ritter
PowerPoint 2013 Level 2 (1 Day) (01-04-D697)	Lacey	Jun 9	8:00 -4:30	\$159	May 24	Al Hedstrom

## Project Management Software

Project 2010 (3 Days) (01-04-T776)	Lacey	Apr 12-14	8:00 -4:30	\$475	Mar 25	Darin Murphy
	Lacey	Jun 8-10	8:00 -4:30	\$475	May 23	Darin Murphy
Project 2013 (3 Days) (01-04-T826)	Lacey	May 18-20	8:00 -4:30	\$475	May 2	Darin Murphy

## Spreadsheets

Excel 2010 Level 1 (1 Day) (01-04-D676)	Lacey	Apr 5	8:00 -4:30	\$159	Mar 18	Al Hedstrom
	Lacey	Apr 21	8:00 -4:30	\$159	Apr 5	Al Hedstrom
	Lacey	May 3	8:00 -4:30	\$159	Apr 15	Al Hedstrom
	Lacey	May 19	8:00 -4:30	\$159	May 3	Al Hedstrom
	Lacey	Jun 1	8:00 -4:30	\$159	May 16	Al Hedstrom
	Lacey	Jun 16	8:00 -4:30	\$159	May 31	Al Hedstrom
Excel 2010 Level 2 (2 Days) (01-04-D677)	Lacey	Apr 13-14	8:00 -4:30	\$255	Mar 28	Debbie Lonborg
	Lacey	Apr 28-29	8:00 -4:30	\$255	Apr 12	Darin Murphy
	Lacey	May 10-11	8:00 -4:30	\$255	Apr 22	Debbie Lonborg
	Lacey	May 23-24	8:00 -4:30	\$255	May 5	Debbie Lonborg
	Lacey	Jun 8-9	8:00 -4:30	\$255	May 23	Debbie Lonborg
	Lacey	Jun 14-15	8:00 -4:30	\$255	May 27	Debbie Lonborg
Excel 2010 Level 3 (1 Day) (01-04-D678)	Lacey	Apr 20	8:00 -4:30	\$159	Apr 4	Debbie Lonborg
	Lacey	Jun 21	8:00 -4:30	\$159	Jun 3	Debbie Lonborg
Excel 2013 Level 1 (2 Days) (01-04-D693)	Lacey	Apr 6-7	8:00 -4:30	\$255	Mar 21	Al Hedstrom
	Lacey	May 4-5	8:00 -4:30	\$255	Apr 18	Debbie Lonborg
	Lacey	Jun 7-8	8:00 -4:30	\$255	May 20	Al Hedstrom
Excel 2013 Level 2 (2 Days) (01-04-D694)	Lacey	Apr 18-19	8:00 -4:30	\$255	Mar 31	Debbie Lonborg
	Lacey	May 17-18	8:00 -4:30	\$255	Apr 29	Debbie Lonborg
	Lacey	Jun 23-24	8:00 -4:30	\$255	Jun 7	Debbie Lonborg

## Web Pages

HTML Level 1 (2 Days) (01-04-T791)	Lacey	Jun 1-2	8:00 -4:30	\$345	May 16	Valerie Champagne
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Introduction to User-Centered Design and Usability (2 Days) (01-04-T820)	Lacey	May 17-18	8:00 -4:30	\$395	Apr 29	Valerie Champagne
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### Word Processing

Word 2010 Level 1 (1 Day) (01-04-D673)	Lacey	May 17	8:00 -4:30	\$159	Apr 29	Al Hedstrom
Word 2010 Level 2 (1 Day) (01-04-D674)	Lacey	Apr 27	8:00 -4:30	\$159	Apr 11	Darin Murphy
	Lacey	Jun 23	8:00 -4:30	\$159	Jun 7	Al Hedstrom
Word 2013 Level 1 (1 Day) (01-04-D700)	Lacey	Apr 14	8:00 -4:30	\$159	Mar 29	Al Hedstrom
Word 2013 Level 2 (1 Day) (01-04-D701)	Lacey	Jun 15	8:00 -4:30	\$159	May 30	Darin Murphy

## Human Resource Development

Employee and Labor Relations (2 Days) (01-09-HR56)	 Lacey	Jun 28-29	8:00 -4:30	\$345	Jun 10	Pamela Skinner
HR Case Studies (1 Day) (01-09-HR58)	 Lacey	Jun 3	8:00 -4:30	\$210	May 18	Dalene Sprick
HR Risk Management (1 Day) (01-09-HR57)	 Lacey	Apr 28	8:00 -4:30	\$210	Apr 12	Dalene Sprick
Human Resource Development (2 Days) (01-09-HR54)	 Lacey	May 19-20	8:00 -4:30	\$345	May 3	Dalene Sprick
Human Resource Essentials (2 Days) (01-09-HR51)	 Lacey	Apr 26-27	8:00 -4:30	\$345	Apr 8	Dalene Sprick
	Lacey	Jul 13-14	8:00 -4:30	\$345	Jun 27	Dalene Sprick
LLPA: Conducting Effective Investigations Understanding Just Cause (1 Day) (01-09-M561)	Olympia	Jun 14	8:00 -4:30	\$155	May 27	Littler Mendelson Law Firm
	Olympia	Jul 26	8:00 -4:30	\$155	Jul 8	Cheryl Middleton
LLPA: Ethics in Leadership and Decision Making in WA State (1 Day) (01-09-M564)	Olympia	May 6	8:00 -4:30	\$175	Apr 20	Littler Mendelson Law Firm

## Investigator Training

Investigator Training Advanced (1 Day) (01-14-IV02)	Olympia	Apr 25	8:00 -4:30	\$160	Apr 7	Cheryl Middleton
	Olympia	Jun 27	8:00 -4:30	\$160	Jun 9	Cheryl Middleton

Investigator Training Core (2 Days) (01-14-IV01)	Olympia	Apr 4-5	8:00 -4:30	\$260	Mar 17	Cheryl Middleton
	Olympia	May 2-3	8:00 -4:30	\$260	Apr 14	Cheryl Middleton
	Olympia	Jun 7-8	8:00 -4:30	\$260	May 20	Cheryl Middleton
	Olympia	Jul 18-19	8:00 -4:30	\$260	Jun 30	Cheryl Middleton

## Project Management Training

### Project Management Electives

Business Analysis Fundamentals: Framework and Competencies (2 Days) (01-14-P039)	Lacey	May 2-3	8:00 -4:30	\$395	Apr 14	Sharon Sikes
Business Analysis Planning and Monitoring (2 Days) (01-14-P042)	Lacey	Apr 5-6	8:00 -4:30	\$395	Mar 18	Sharon Sikes
Business Analysis Techniques (2 Days) (01-14-P045)	Lacey	Jun 1-2	8:00 -4:30	\$395	May 16	Sharon Sikes
Project 2010 (3 Days) (01-04-T776)	Lacey	Apr 12-14	8:00 -4:30	\$475	Mar 25	Darin Murphy
	Lacey	Jun 8-10	8:00 -4:30	\$475	May 23	Darin Murphy
Project 2013 (3 Days) (01-04-T826)	Lacey	May 18-20	8:00 -4:30	\$475	May 2	Darin Murphy

### Project Management Certificate Program

Project Communications Management (2 Days) (01-14-P019)	Lacey	May 17-18	8:00 -4:30	\$395	Apr 29	Dalene Sprick
Project Execution, Control & Closure (2 Days) (01-14-P017)	Lacey	Apr 26-27	8:00 -4:30	\$395	Apr 8	Sharon Sikes
Project Initiation & Planning (2 Days) (01-14-P015)	Lacey	Apr 18-19	8:00 -4:30	\$395	Mar 31	Dave Pratt
	Lacey	Jun 15-16	8:00 -4:30	\$395	May 30	Dave Pratt
Project Leadership and Team Management (2 Days) (01-14-P018)	Lacey	Apr 21-22	8:00 -4:30	\$395	Apr 5	Dalene Sprick
Project Management Essentials (2 Days) (01-14-P007)	Lacey	May 3-4	8:00 -4:30	\$395	Apr 15	Dave Pratt
Project Quality and Performance Management (2 Days) (01-14-P035)	Lacey	May 23-24	8:00 -4:30	\$395	May 5	Dave Pratt
Project Risk Management (2 Days) (01-14-P020)	Lacey	Jun 22-23	8:00 -4:30	\$395	Jun 6	Dave Pratt

## Risk Management

Active Threat Response Training (2 Hours) (01-07-EE63)	Olympia	Apr 5	9:30 -11:30	\$0	Mar 18	Enterprise Services, Dept. of
	Olympia	Apr 27	9:30 -11:30	\$0	Apr 11	Enterprise Services, Dept. of
	Olympia	May 3	9:30 -11:30	\$0	Apr 15	Enterprise Services, Dept. of
	Olympia	May 25	9:30 -11:30	\$0	May 9	Enterprise Services, Dept. of
Community Emergency Response Team (CERT) (3 Days) (01-07-EE57)	Tumwater	Jun 14-16	8:00 -5:00	\$95	May 27	Multiple
Interpersonal Conflict Management (2 Days) (01-03-E00T)	Olympia	Apr 13-14	8:00 -4:30	\$165	Mar 28	Betsy BeMiller
	Olympia	Jun 15-16	8:00 -4:30	\$165	May 30	Marsha Fraser
Investigator Training Advanced (1 Day) (01-14-IV02)	Olympia	Apr 25	8:00 -4:30	\$160	Apr 7	Cheryl Middleton
	Olympia	Jun 27	8:00 -4:30	\$160	Jun 9	Cheryl Middleton
Investigator Training Core (2 Days) (01-14-IV01)	Olympia	Apr 4-5	8:00 -4:30	\$260	Mar 17	Cheryl Middleton
	Olympia	May 2-3	8:00 -4:30	\$260	Apr 14	Cheryl Middleton
	Olympia	Jun 7-8	8:00 -4:30	\$260	May 20	Cheryl Middleton
	Olympia	Jul 18-19	8:00 -4:30	\$260	Jun 30	Cheryl Middleton
Sexual Harassment Awareness & Prevention (1/2 Day) (01-14-ER03)	Olympia	Apr 26	8:00 -12:00	\$80	Apr 8	Betsy BeMiller
	Olympia	Jul 13	8:00 -12:00	\$80	Jun 27	Chico Patalano
Supervision Essentials-Phase I (3 Days) (01-09-M401)	Olympia	Apr 18-20	8:00 -4:30	\$385	Mar 31	Scontrino- Powell
	Olympia	Apr 25-27	8:00 -4:30	\$385	Apr 7	Dick Sande
	Olympia	May 2-4	8:00 -4:30	\$385	Apr 14	Dick Sande
	Olympia	May 17-19	8:00 -4:30	\$385	Apr 29	Jevon Powell
	Olympia	Jun 20-22	8:00 -4:30	\$385	Jun 2	Scontrino- Powell
	Olympia	Jun 28-30	8:00 -4:30	\$385	Jun 10	Jane Renville Wood
Violence in the Workplace (1 Day) (01-07-M206)	Olympia	Apr 13	8:00 -4:30	\$110	Mar 28	Chico Patalano
	Olympia	Jun 15	8:00 -4:30	\$110	May 30	Chico Patalano